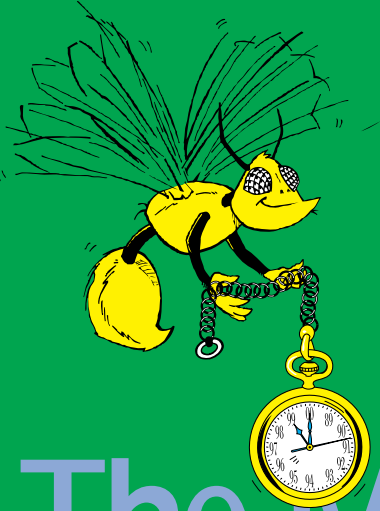# Year 2000

## Y2K

### The Millennium Bug

*Your preparation for the Year 2000 is the key to a successful transition. Don't wait for someone else to solve the problem for you. Take action now!*

# What are my responsibilities?

## Managers of Programs, Groups, and Divisions
- Assure Year 2000 readiness for your organization
- Allocate resources (money, people)
- Ensure contingency plans exist for critical systems

## Employees and Contractors
- Assume responsibility for equipment and systems required to perform your job
- Assure that the systems are Year 2000 ready (do it yourself, or contact system administrator, system owner, or Year 2000 Council representative)
- Test systems and document results

## System Administrators and Applications Developers
- Assist with developing system inventory
- Assess systems and applications for Year 2000 problems
- Repair, test, and implement the systems, networks, and applications
- Serve as a resource for the users' Year 2000 repairs, questions, and issues

# Which of my operations might be affected by the Year 2000?

Any operation that uses or is supported by a computer may be affected. The sheer volume of the problem makes this difficult to grasp. Consider the operations that are most critical to you and your work, then assess the computers that support that operation. For example, if you perform data acquisition, examine the "food chain" of equipment (hardware and software) used for initial data capture, network transmission, temporary storage, quality assurance, and archive.

## When should I be ready?

Start now. With only months remaining, you need to know your status and be actively pursuing a solution to the problem systems you use. Some solutions are simple and free; others are complex, time consuming, and costly.

| System Category | Implementation Due | Contingency Plan Due |
|---|---|---|
| Critical | June 1999 | August 1999 |
| Important | August 1999 | October 1999 (if needed) |
| Noncritical | September 1999 | N/A |

## What is the Laboratory plan for the Year 2000?

The plan is located at
http://www.lanl.gov/projects/ia/year2000/council/docs/pplan.pdf

**Institutional Aspects**
Contingency Plan
Holiday Shutdown Plan
EM&R Exercise

**Programmatic Aspects**
Computers and
Programmatic Equipment

**Facility Aspects**
A/E Facility Survey (Phases 1&2)
Facility Systems

*Year 2000*

## What are the steps to Year 2000 Readiness?

- Inventory the systems you use to do your job
- Rank systems according to risk
- Assess Year 2000 status
- Repair, upgrade, or replace problem systems
- Test
- Implement
- Develop contingency plans for the most critical systems
- Document progress and compliance

*Layers to Year 2000*

## Who is involved?

**Year 2000 Council** members handle Year 2000 issues for computers and embedded systems for their divisions or programs. This includes computers, their applications, as well as programmatic equipment. Council members serve as communication coordinators for Year 2000 issues and are prepared to help you. A list of council members is at http://www.lanl.gov/projects/ia/year2000/council/roster.html

The **Year 2000 Facilities Planning Team** handles the Year 2000 readiness for the institution and the facilities. Their charter includes facility assessment and repair, institutional contingency planning for utility interruptions, a special plan for the 1999 holiday break, and emergency preparedness. More information is located at http://www.lanl.gov/projects/ia/year2000/facil/

**The Year 2000 Project Office** coordinates the activities for the Laboratory. If you don't know who else to call, call us. The project office, led by Diane Weir, coordinates communication between the Laboratory and outside organizations, such as DOE. All inquiries by outside organizations should be made through the project office. Diane can be reached at 7-9337 or email ia-year2000@lanl.gov
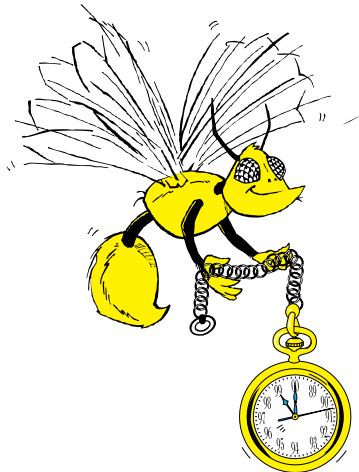
**Senior management sponsors** are Charlie Slocomb, CIC Division Director, and Dick Burick, Deputy Laboratory Director for Laboratory Operations.

## What is the Year 2000 problem?

In computer codes, two digits rather than four digits were frequently used for the year ('98). Programs may interpret the year "00" as the year 2000, 1900, or 1980. Also affected are embedded systems, computer control devices that are not commonly thought of as computers, such as building control systems and data acquisition equipment. The Year 2000 is a leap year (1900 was not), so day of week may be miscalculated after February 29, 2000.

## Where do I get help?

- Ask your **Year 2000 Council** representative
  The Year 2000 Council is made up of knowledgeable computer users from your divisions or program office.
  http://www.lanl.gov/projects/ia/year2000/council/roster.html
- Use the **Laboratory's Year 2000 Web site**, to access information about actions required for your computer products.
  http://www.lanl.gov/projects/ia/year2000/

- Ask your **System Administrator**

**ia-year2000@lanl.gov**
**http://www.lanl.gov/projects/ia/year2000**

**667-9337**

# Los Alamos
NATIONAL LABORATORY

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